



Memorandum

TO: Historic Landmarks Commission **FROM:** Courtney Damkroger

SUBJECT: Election of Historic Landmark **DATE:** July 22, 2004
Commission Chair and Vice Chair

The Historic Landmarks Commission does not have a set of Rules and Regulations setting forth procedures for election of Chair and Vice Chair. The General Provisions of the San Jose Municipal Code, Section 2.08.070, for Boards, Bureaus and Commissions (in the Commissioner Handbook and attached) provides for the appointment of a Chair and Vice Chair for a term the commission may determine.

The Commission may elect a Chair and Vice Chair at the August 4, 2004 meeting or, as in the past, form a nominating committee to nominate a candidate for each position. If the Commission should so desire a nominating committee may be formed at the August meeting and report at the September meeting with appointments made in September or a subsequent meeting.

In addition to the attached Municipal Code provisions regarding election of officers are the attendance requirements (2.08.060) for commissioners.

Courtney Damkroger
Historic Preservation Officer

Attachments